

## **Ryan White Planning Body**

Serving Anson, Cabarrus, Gaston, Mecklenburg, Union, and York Counties

### **Meeting Minutes**

Wednesday, June 20, 2018; 11:30am-12:15pm

Hal Marshall Annex Conference Room / 618 N. College Street, Charlotte

#### **Meeting goals:**

1. Finalize Bylaws
2. Elect officers
3. Assign workgroups

#### **Attendance**

Members: Annette Huffstead, Chelsea Gulden, Christina Adeleke, Christopher Jones, Damion Bethea, Dana Reid, Faye Marshall, James Settles, Michael Bivens, Renee Bunche, Rick Shelton, Shannon Frady, Susan Goodman, Timothy Nixon, Windee Sanderson

Other: Deanna Ryder, Lamar Gill, Kayla Earley

#### **Meeting minutes**

##### **Welcome**

Earley welcomed attendees and established quorum (15/23 voting members in attendance). Attendees introduced their names and affiliations.

##### ***Awarding of membership certificates***

Earley awarded membership certificates to the 15 voting members in attendance. Earley explained that members were selected based on HRSA's mandated categories and that Health Director Gibbie Harris made final decisions after Earley presented her with names of all applicants.

##### ***Approval of meeting minutes (5/23/18) and Bylaws (revised June 2018)***

The floor opened for discussion of meeting minutes from 5/23/18. Shannon Frady noted that contact information for Brian Witt was misspelled ("Whitt" instead of "Witt"). Earley corrected the spelling. Michael Bivens made a motion to approve the minutes with the corrected spelling. James Settles seconded the motion. Voting members unanimously approved the meeting minutes with the corrected spelling.

The floor opened for discussion of the Ryan White Planning Body Bylaws, revised June 2018. No discussion occurred, as the group had already reviewed the Bylaws during the 5/23/18 meeting and made no significant changes. Shannon Frady made a motion to approve the Bylaws as written. Chris Jones seconded this motion. Voting members unanimously approved the Bylaws as they are written.

##### ***Officer elections***

Earley presented the officer ballot, which included options for:

1. Co-Chair 1 – Christopher Jones was the only candidate who expressed interest in running for this position prior to the meeting.
2. Co-Chair 2 – Chelsea Gulden was the only candidate who expressed interest in running for this position prior to the meeting.
3. Secretary – No voting members expressed interest in running for this position prior to the meeting. A non-voting participant, Lamar Gill, expressed interest in this position but could not run at this time since his application has not been reviewed and recommended by the Membership Workgroup.

4. Needs Assessment Workgroup Chair – Shannon Frady and James Settles were the only candidates who expressed interest in running for this position prior to the meeting.
5. Membership Workgroup Chair – Bernard Davis was the only candidate who expressed interest in running for this position prior to the meeting. During the meeting and prior to voting, Timothy Nixon verbally informed the group that he was also interested in running for this position.

Voting members received paper ballots, which they completed and submitted in a ballot box. Non-voting participants Deanna Ryder and Lamar Gill tallied the election results, which Earley announced to the group. The election results are as follows:

1. Christopher Jones received 12 votes for Co-Chair 1. No other votes were cast for this category.
2. Chelsea Gulden received 13 votes for Co-Chair 2. No other votes were cast for this category.
3. Rick Shelton received 1 write-in vote for Secretary. Lamar Gill received 3 write-in votes for Secretary, but is not eligible for this position as a non-voting participant. The group agreed to table the Secretary position until more candidates express interest and until one candidate receives a majority vote.
4. Shannon Frady received 11 votes for Needs Assessment Workgroup Chair. James Settles received 2 votes for Needs Assessment Workgroup Chair. Shannon Frady accepted this role.
5. Bernard Davis received 12 votes for Membership Workgroup Chair. No other votes were cast for this category.

### ***Upcoming meetings***

Earley reminded members to register for one Orientation option (see below). The group also discussed times for implementing the Priority Setting and Resource Allocation (PSRA) process. The group agreed to implement the PSRA on Thursday, August 30, from 10:00am-3:00pm at Hal Marshall Building (see details below).

The group also discussed the need for a regular meeting schedule. The group agreed to meet on the third Wednesday of every other month from 11:30am-12:30pm. The group will extend this time and possibly reschedule or schedule additional meetings when needed (for example, the PSRA process requires more than one hour). All meetings will be located at Hal Marshall Building, which is more accessible, has larger conference rooms, and is on the bus line.

Earley and Co-Chairs Jones and Gulden agreed to draft a sample meeting calendar to present during Orientation. Confirmed meetings will be located at Hal Marshall Building (700 N. Tryon St. Charlotte) and include:

- ✓ **Orientation** (option 1): Wednesday, 7/25/18; 11:00 am – 2:00 pm
- ✓ **Orientation** (option 2): Thursday, 8/2/18; 5:00 pm – 8:00 pm
- ✓ **PSRA**: Thursday, 8/30/18; 10:00 am – 3:00 pm

### ***Workgroups***

Attendees assigned themselves to Workgroups. Workgroup members met informally with their Chairs and Earley to identify priorities written in the Ryan White Program Corrective Action

Plan. Workgroup Chairs collected contact information for members and returned this information to Earley.

The **Co-Chairs** are responsible for:

1. Signing approved Bylaws by 6/20/18
2. Writing a welcome letter to Planning Body members by 7/20/18
3. Reviewing a Memorandum of Understanding between the Recipient and Planning Body; meeting with Ryan White Staff to finalize and sign MOU by 7/20/18
4. Planning a regular meeting schedule by 7/20/18
5. Planning a regular Executive Workgroup meeting schedule with the other Executive Workgroup members by 7/20/18

The **Needs Assessment Workgroup** is responsible for:

1. Reviewing and finalizing the Priority Setting & Resource Allocation process by 7/20/18.
2. Identify data needs for PSRA process

The **Membership Workgroup** is responsible for:

1. Reviewing and finalizing the Open Nominations Process by 7/20/18
2. Identify and recruit potential members to satisfy HRSA's mandated categories, including Member of a federally recognized Indian tribe, Someone who has been recently incarcerated (within 3 years), and Someone who works for the State Medicaid agency (North Carolina and/or South Carolina); ongoing, as needed
3. Identify and recruit potential members who are unaligned consumers reflective of the TGA's epidemic, specifically consumers under age 35, people of color, and female (cis and trans)
4. Reviewing new applications and making recommendations to the Executive Workgroup; ongoing, within 2 weeks of receipt of application

#### ***What did we do well? What can we improve?***

Four people returned written evaluations of the meeting. Earley also collected informal, verbal feedback from members who approached her after the meeting. Responses include:

<b>What we did well</b>	<b>How we can improve</b>
The feedback	People were treated differently and/or discriminated against because of their race/ethnicity (no details given)
The information	Allow more time for speeches before voting
The way it ran	Continue to grow, educate, relate to people
Attendees were focused	Offer more vegetarian food options

X

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Chelsea Gulden  
Co-Chair

X

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Christopher Jones  
Co-Chair